

Sullivan County NH

Type of meeting: Board of Commissioner, Regular Business Meeting
Date/Time: Tuesday, October 16, 2007, 3 PM – Public Portion
Place: Unity County Complex, 5 Nursing Home Drive, S.C.H.C. Activities Room

Attendees: Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Sheriff Michael Prozzo; Greg Chanis – *Facilities & Operations Director*; Heather Presch – *Facilities & Operations Assistant Director*; Ross Cunningham – *Superintendent of DOC*; John Gramuglia – *DOC LADC/Inmate Programs Coordinator*; Jeff Graham – *Graham and Graham*; Becky Trudelle – *S.C.H. Director of Nursing*

Other attendees: Peter Jamison – *Valley News Staff Reporter*, Aaron Aldridge – *Eagle Times Staff Reporter* and Beverly Rodeschin – *State County Delegate*.

3:00 The Chair, Commissioner Jarvis, opened the meeting. All recited the Pledge of Allegiance.

Agenda Item No. 1. Meeting Minutes

Agenda Item No. 1.a. 9/18/07 7 PM MRF Meeting

It was noted the minutes should include a statement to indicate: "both positive and negative comments were voiced".

3:01 Commissioner Nelson moved to approve the minutes [of 9/18/07 MRF Forum] with amendment. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 1.b – d Oct. 2, 2007 public and executive sessions

It was noted the minute taker was still awaiting input on these minutes from the Board of Commissioner Clerk regarding sections she did not attend.

Agenda Item No. 1.e. Oct. 2, 2007 7 p.m. Draft Audit Meeting

3:03 Commissioner Nelson moved to approve the minutes [of 10/2/07 7 p.m.] as printed. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 2. DOC - Sheriff's Office Firing Range Collaboration

Sheriff Prozzo noted all received copies of his letter dated 10/12/07 to the Board (copy on file in the meeting minutes binder at the Commissioners Office). Sheriff Prozzo briefed the group on the history of firing range sites in the county and that they would be

losing their current site soon. Sheriff Prozzo spoke to Facilities & Operations Director, Greg Chanis, inquiring about County property ideal for hosting a range. After a review of a specific tract of property off NH 2nd Turnpike Road, located behind the State salt sheds, they developed this proposal brought before the Board. The property is the smaller field to the left of the road that goes out behind the shed area. A small map was distributed to the Board to pin point the property of discussion. Commissioner Jarvis indicated she feels this was not a good location as it was close to homes, businesses and part of the conservation easement. Sheriff Prozzo noted they would be using the range 3 times a month, that they are mandated to qualify twice a year for firearms, this range would be for law enforcement only, and DOC officers, and not open to the public, there are three homes near by but the design of the range includes berms enclosing the entire area, the range would not open at night and rarely used on weekends, open just 9-5 during days, once a year they would conduct "low light fire" towards evening. Once they receive the approval of the Board, they would speak with the neighboring landowners. They would be using inmate labor to maintain the range: mowing and to clean up the led from the area. The Sheriff discussed the numbers of officers/law enforcement personnel who would need to certify. Mr. Chanis pointed out this property was not part of a conservation easement, that the current conservation easement was on the Marshall Pond area and there was a pending easement with the Judkin's property. Sheriff Prozzo confirmed he was not looking for funding for this project. Superintendent Cunningham confirmed usage of the range would be supervised. Mr. Chanis noted a proposed site must include ease of car access, which this area currently has, and any work they would be doing to the property would provide them the opportunity to enhance the look of the salt shed area. He noted this was really not close to homes and that the property currently has a fair amount of natural buffers. Commissioner Jarvis asked if they considered the Center Cemetery area as it currently had a pit and bullets would not go anywhere. She briefed them on a previous attempt to place a range at that site. Sheriff Prozzo noted they would review any site the Board suggested and are willing to support. The Board questioned other areas in other towns. Sheriff Prozzo confirmed there were no municipal locations good for a firing range in Claremont. In response to questions regarding the State salt shed, Mr. Chanis confirmed the County has a "gentleman's agreement" and the State is actively using the shed area. Commissioner Nelson confirmed he was familiar with the property. He recommended they look at the other piece discussed and touch base with all neighbors, to possibly do a test fire while at the site. Mr. Gil de Rubio assured the Chair he understand her concerns and suggested they warn a public hearing and invite the neighbors after the Sheriff visits them to allow feedback. It was noted the State is placing a new gate at the salt shed area and if the firing range were approved for that area, they would also put up a gate to the road access. The Sheriff confirmed the only building to be erected on the site would be a storage shed to store the targets in. Sheriff noted the area was perfect as they could use the Ahern Building for the classroom portion of the certification process. Commissioner Barrette concurred with interviewing the neighbors and performing test fires, then holding a public hearing.

3:31 Commissioner Barrette moved to authorize the Sheriff to investigate the neighbors views on a proposed shooting range site and come back to report at next meeting. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 4. Facilities & Operations Report

Agenda Item No. 4.b. Going "green" update - Heather Presch

Ms. Presch, Facilities & Operations Assistant Director, distributed a list of cleaning chemicals they were using currently. They are using four (4) "green seal of approval" chemicals, which are chemicals approved through a non-profit testing organization. They are working to obtain a green seal of approval disinfectant. Their floor care chemicals also have the green seal. With this effort they are doing the best for staff, residents and visitors. Employees are using "smart sacks" to avoid touching chemicals and mixing, plus the sacks are labeled with all the necessary warnings. When the sacks are depleted they go flat and are sealed. She noted the Newport complex is in the process of changing over to "green" chemicals and DOC/THU is the only portion of the facility not using the chemicals, as of yet. Commissioner Jarvis commended these efforts and indicated they all had noticed the SCHC facility smelled clean, yet non odorous.

Agenda Item No. 3.a. Water Well Update

Mr. Chanis, Facilities & Operations Director reminded the Board they received a copy of the HyroSource Associates, Inc. report [dated 9/26/07] at their last meeting [10/2/07]. A camera survey was performed on DH4 and using data from all wells, the well engineers recommended deepening DH6, which they did. They drilled to 858 and are receiving 20-24 gal per minute. The first water test showed positive for bacteria, which is normal for a newly drilled well. The well was treated and a second test done, which reflected negative for bacteria. It is recommended the facility produce twice as much water supply as the maximum daily usage, which is not doable at this point even with the improvements done to DH6. Accordingly, they need to consider long-term water infrastructure improvements, but are in good shape for short term. Mr. Chanis confirmed, before they took DH6 off line to deepen it, they used Hinkley Trucking to pick up water and connect it into the County system. He noted they can do up to three (3) loads a day. He noted the new pump should be on line by tomorrow, with the pump set at 380'. Commissioner Barrette noted he'd like future water well improvements budgeted in fiscal year '09, especially ones that will save on electricity cost.

Agenda Item No. 3. DOC Superintendent's Report

Agenda Item No. 3.a. Census

Superintendent Ross Cunningham noted the DOC population was as follows: 71 In House, 14 at the THU, 7 on Electronic Monitoring, 21 Pretrial Services. Mr. Cunningham noted the latter is a new data piece Lt. Douglass Roberts will be including in future reports. With the Pretrial Services they perform phone conversation monitoring, attend court appointments and job checks. He confirmed the clients in this service are reviewed by the Judges and are low risk.

Agenda Item No. 3.b. Staffing

Superintendent Cunningham noted they have 29 positions filled and 3 still open. He noted 32 positions were budgeted and they were holding off on hiring the last correctional position person, until November as funds are being used to pay for a contract with Kevin Warwick. Commissioner Jarvis noted the budgeted position count was incorrect and referred all to the FY 08 approved budget book. Mr. Cunningham introduced the new DOC LADC, John Gramuglia, the replacement for Ramona Berman.

Agenda Item No. 3.c. Inmate Programs Update

Mr. Gramuglia briefed the Board on new inmate programming instituted at the jail and THU. He noted programs being used are "evidence based", meaning researched and found to be effective to reduce recidivism. They will implement assessment of new inmates for risk/need; will use motivational change to provide the incentive to change – based on program deliverance; use cognitive behavioral approaches – most clinically effective that help change the way they think and behave; will score all inmates on participation; will have all inmates sign contracts on the type of behavior; will track clinical hours per week – they are currently seeing 70 clinical hours; will be implementing positive reinforcement with rewards – helping them want to behave appropriately - at no cost to the County, for example, they will consider "family" contact as a reward. Positive outcomes should help with staff security. They are looking to the community for support and recently spoke to ANTIOCH and NH Tech regarding internships. Mr. Gramuglia is a LICSW [Licensed Independent Clinical Social Worker] and can supervise clinician trainings. Program outcomes will be measured, but meaningful numbers will not be seen until 2009.

Agenda Item No. 6.c. Update on Transition From Jail To Community Seminar

Mr. Gil de Rubio briefed the Board on the *Transition From Jail To Community* Seminar he attended in Washington DC Oct. 8 thru Oct. 10th. Mr. Gil de Rubio explained he was appointed to a two-year national advisory committee project collaboration of the NIC and Urban Institute, dealing with small county jails reentry of inmates into the community. They are using a Federal prison model to apply to county/municipal jails. NIC paid for all expenses. The next meeting NIC meeting on this issue is scheduled for February 2008. Their goal: improve public safety and increase outcomes. Mr. Gil de Rubio reviewed the outcomes with the Board. Mr. Gil de Rubio commended Sullivan County DOC for the great work they have already been doing in this forefront; inmates should be walking away with good skills and they'd like to share these outcomes with other small community jails – on a nation level. Mr. Gil de Rubio noted Sullivan County jail began this program two years ago and this will be just the beginning of future reports on the project.

Non Agenda Item – DOC Fire Marshal Inspection

In response to the request of Commissioner Jarvis, Superintendent Cunningham presented a copy of a letter generated from Tom Morrison, Inspector at the Office of The State Fire Marshal. It was noted the issue stemmed from a call from an inmate's mother to the Office of the State Fire Marshals, who then notified the DOC Superintendent, via fax. The inmate left the DOC prior to the letter being generated. Mr. Gil de Rubio confirmed a copy of the Fire Marshal's report was distributed via e-mail to the Board and that discussion on this issue was planned for the next meeting. It was noted action has been taken to resolve the issues.

4:01 Superintendent Cunningham left the meeting.

Agenda Item No.5. Sullivan County Health Care Report

Agenda Item No. 5.a. Census

Ms. Becky Trudelle, Sullivan County Health Care Director of Nursing, indicated the census was growing. They have 13 skilled care as of today.

Ms. Trudelle noted they are working on staffing and distributed a staffing trend study report. They reviewed national ppd hrs of direct care per resident trends, NH trends and area facilities. She noted all this information is generated from the CMS website. SCHC is currently at 5.04, the national average is 3.36 with the State average at 3.48. She wants to reduce SCHC average to 3.5. Mr. Gil de Rubio pointed out this ppd rate has increased over the past few years. Ms. Trudelle noted Agency usage has decreased. She distributed a report on the current call-outs and indicated those calling out sick are highlighted in yellow. As the report included employee names, Mr. Gil de Rubio requested a redacted version - without names, for any public inquiries. Ms. Trudelle noted they experienced a "post survey syndrome" for call outs. Commissioner Barrette and Nelson commended Ms. Trudelle for the detail of her report. Mr. Gil de Rubio also noted Ms. Trudelle was doing a wonderful job in front and behind the scenes.

Non Agenda Item – NH State SCHC Survey Results & Response

Mr. Gil de Rubio confirmed the NH State survey was on the website, they are putting together a response and will address this issues during their next meeting.

Non Agenda Item – Account Receivables

Mr. Gil de Rubio reviewed the "*Sullivan County Nursing Home September 2007 Billing*" report which included details on HCBC Respite, Insurance, Medicaid, Medicare A, Medicare B, Medicaid X Over A, Medicaid X Over B, Private, Private Respite. The following were the totals reflected: September Amount Billed \$762,252, Sep. Revenue Amount Budgeted \$888,713.80, YTD Billed \$2,214,981.41, YTD Budgeted \$2,723,542.32. The report also reflected Payments Received in July 2007 for May or prior billings total of \$698,338.95. The group reviewed the variances between actual and budgeted.

Non Agenda Item – New SCHC Administrator

Mr. Gil de Rubio and Ms. Trudelle will be meeting next week with the new Sullivan County Health Care Administrator, who begins work 11/12/07.

Non Agenda Item – Proshare

Mr. Gil de Rubio noted Jim Fredyma has indicated they are in a holding mode regarding the ProShare.

Agenda Item No. 6. County Manager's Report

Agenda Item No. 6.a. Request to increase lunch reimbursement from \$10 to \$15 on the July 1, 2005 County Employee and Elected Officials Reimbursement Policy 2.4065.08. (Separate from Employee Policy)

Mr. Gil de Rubio noted he received a request to increase the current lunch reimbursement from \$10 to \$15. He noted the number of people that use the reimbursement feature would have a minimal affect on the budget. Commissioner Jarvis does not want to approve this until expenses settle down. Commissioner Nelson feels if they increase the rate it provides an incentive for the user to spend up to the maximum. Commissioner Barrette noted he would not approve of this request. All

concurred they would not approve of an increase to the current lunch reimbursement rate.

Agenda Item No. 7.b. Update on MRF

Mr. Gil de Rubio anticipates receiving the final MRF report by the end of the week and will schedule a brief discussion with the Board at that point. Mr. Gil de Rubio met with Claremont City Manager, Guy Santagate, and will meet with Newport Manager, Dan O'Neill. He will be going before the Claremont City Council and Newport Town Selectman, and will keep the Board posted on those meeting dates. Mr. Gil de Rubio asked if the Board had given any thought to the promotion of the MRF. Commissioner Barrette noted they had proven there is a need, that this type of facility could break even and create jobs, with the real expense being the construction cost. Commissioner Barrette will schedule a meeting with Congressman Houde regarding the possibility of federal funding sources and include the County Manager. Mr. Gil de Rubio requested Rep. Phinizy be included in the meeting also as he has been instrumental in this issue. Commissioner Nelson noted they should touch base on the Senate side.

Agenda Item No. 7.d. Update on '07 audit -- Jeff Graham

Mr. Graham noted the auditors are still waiting for the Board's response and when received would release the words "Draft" on the audit report and set an exit interview date. He noted he spoke to DRA and there is no option to do a bond vote as bonds pertain to capital projects not started, not something already spent. He proposed looking into long term borrowing for \$800,000 and raising taxes for the balance. Mr. Gil de Rubio handed out a report labeled *Sullivan County NH Deficit and Cash Flow Proposal October 2007* and a report labeled *2007 Taxes Per DRAFT for each town vs. Additional 2,500,000 taxes*, the latter a document from Paul Brown. Mr. Gil de Rubio is still waiting for Mr. Brown on two other spreadsheets. The Board discussed reducing expenses.

4:29 Sheriff Prozzo returned to the room.

Mr. Gil de Rubio pointed out actual FY '07 expenses were just a little over budget, while it was the lack of actual revenue received vs. budgeted revenue, that was the larger issue. Mr. Graham confirmed expenses were just "a hair" over, while revenues were a lot under. The Board continued to debate expense performance. Mr. Graham noted expenses could be lumped into three different categories: 1) Variable - driven by the number of patients, 2) fixed and 3) discretionary. He recommended how expenses should be marked towards revenues. Mr. Graham noted he also needed direct face time with Frank Biron and Sheryl [Stephens-Burke of Melanson Heath & Associates] in order to review their working papers and identify the carry over; until he gets this face to face he is unsatisfied with what they did.

For public awareness, Commissioner Nelson noted the County brought the Sullivan County Health Care management in house; that it has not been a totally smooth transition but they are starting to see signs of those changes.

Agenda Item No. 6.e. Update on '08 goals

Mr. Gil de Rubio noted a report on the County's Department Head/Elected Officials Goals for FY '08 should be completed by Nov 1st. The document will include timelines and the group will continue to meet on a quarterly basis to benchmark progress.

Agenda Item No. 7. Commissioners' Report

Commissioners Barrette and Nelson noted they had no reports.

Commissioner Jarvis indicated she met with New England Management Services, after speaking with both Commissioner Barrette and Nelson - who she noted were agreeable to her meeting. She noted they are consultants that work out of Vermont and are a company Carl Fitz heads up. She believes the principal's name is Bob Long. She noted it was a nice meeting and commended Mr. Fitz for the work he previously did for the County.

4:37 Jeff Graham and Peter Jamison left the room.

Commissioner Jarvis noted she was unable to attend the CEDS meeting and asked if anyone else had. The other two Commissioners and County Manager indicated no.

Agenda item no. 7.a. NH Primex: Alliant Insurance Services Inc. insurance application 2007-2008, requires chair signature

It was noted this was a new form provided through NH Primex, with Alliant Insurance Services. The Board reviewed the form and had questions regarding the number reflected in one field: "Number of employees who actually handle, have access to or maintain records of money, security of other property: 3". Ms. Johnson-Callum noted this number was entered from discussions with Ms. Violette. The group debated the interpretation of the question. Ms. Johnson-Callum confirmed she would attain a more detailed interpretation from NH Primex, enter appropriate number and update the Board.

4:44 Commissioner Barrette moved to authorize the Chair to sign once the interpretation was received. Commission Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda No. 7.b. 9/23/07 request to place deer stand on property

It was noted a letter addressed to the board on 9/23/07 from Tyler J. Simpson, 118 Carroll Brook Road, Unity NH was received, scanned and e-mailed to the Board on 9/25/07 with request for direction. Commissioner Jarvis read through the letter, which was a request from Mr. Simpson to place a tree stand on County property and receive a letter of authorization from the County that he could carry on him during hunting season. Commissioner Jarvis requested input from the other two Commissioners. Commissioner Nelson noted he had no problems with this request. Commissioner Barrette applauded the efforts of the youth to formally request permission. Ms. Johnson-Callum noted bow season commenced 9/15/07 and goes to 12/15/07. Representative Rodeschin pointed out the County is not immune from liability issues and recommended they check with laws regarding requirements and with Mr. Donald Clarke, NH State Fish & Game Acting Commissioner. Mr. Gil de Rubio confirmed he would check with the State and Cc the Commissioners.

4:51 Commissioner Nelson made a motion, if the County Manager is satisfied by Fish & Game source, to authorize the Chair to sign the letter to Tyler Simpson. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 7.c. Schedule DOC Tour

Commissioner Barrette indicated he conducted a very comprehensive tour in March of the DOC. Ms. Johnson-Callum noted to be in compliance with the State, when they tour, they need to make sure it's documented in the minutes and a formal letter must be generated to the Attorney General's Office. The Board tabled scheduling date until later in the meeting.

Agenda Item No. 8. Public Participation

Rep. Beverly Rodeschin questioned when the Board would provide the EFC with their action on the draft audit. It was noted this would be done during the EFC meeting, scheduled for Nov. 20th.

Rep. Rodeschin supports a shooting range on county lands, noting this would help each police department in the county as they have no place to go for their training and cut down on the County's travel cost. She discussed the skeet shooting that takes place beside Rody's Gun Shop in Newport and noted they have never experienced any problems. Mr. Gil de Rubio confirmed the County's DOC officers are required to also certify, and they do so by traveling to VT.

Rep. Rodeschin reminded the Board State laws mandate municipalities must pay County taxes by December 17th, and noted to do so they need to know what is going on financially with the audit. Commissioner Barrette pointed out that the issues with the audit would not be taking effect until next year taxes, not towards this year warrants.

Agenda Item No. 2 DOC – Sheriff's Office Firing Range Collaboration – Update

Sheriff Prozzo noted he returned from visiting four (4) different residents on the road neighboring the prospective firing range site. He presented the information regarding the prospective site each of the residents, no one expressed any remarks against the project or said "no", and, three (3) of the neighbors he interviewed currently conducting target practice in their own back yards. Sheriff Prozzo will develop a more detailed plan of where it's going to be and have it reviewed by the Board.

5:02 Commissioner Nelson moved to go into Executive Session for a personnel issue per RSA 91;A.3.II.C. and property issue. Commissioner Barrette seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.

5:02 The group recessed for 8 minutes.

5:10 The group returned from recess. Those in Executive Session included, the three Commissioners, Mr. Gil de Rubio, Becky Trudelle – Director of Nursing and Sharon Johnson-Callum (minute taker).

5:32 Ms. Trudelle left the room.

5:32 Commissioner Barrette moved to come out of executive session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

No decisions at this time.

5:33 Commissioner Barrette moved to go into Executive Session for personnel issue per RSA 91-A:3.II.c. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried unanimously.

5:48 Commissioner Barrette moved to come out of executive session. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.

No formal decision to make.

Agenda Item No. 7.c. Schedule DOC tour and next Commissioners meeting
The Board scheduled their semi annual tour of the DOC 12 noon on 10/30/07 to follow with the Sullivan County Criminal Justice Coordinating Committee meeting at 1 p.m. then hold the regular Board meeting at 3 p.m.

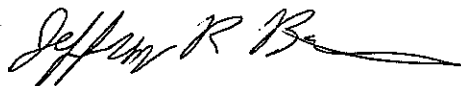
Non Agenda Item – Executive Session Per RSA 91-A:3.II.c.

The County Manager and minute taker were told to leave and that the three Commissioners would hold an Executive Session for another personnel issue.

5:52 Commissioner Barrette moved to go into Executive Session for another personnel issue, per RSA 91-A:3.II.c. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, with all in favor.

6:50 A motion was made by Commissioner Barrette to come out of Executive Session and adjourn meeting. Commissioner Nelson seconded the motion. There was no formal decision to be made. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,



Jeffrey Barrette, Clerk
Board of Commissioners

JB/s.j-c.

Date signed: 12/4/07